

Monday Setup Reminders

Please note: The public can observe during Monday setup but cannot assist in any manner.

- The precinct **must** be setup in a circle, “U” or “L” shape to ensure a smooth flow within the precinct. Voters should never cross each other when entering, voting, or exiting the precinct.
- Every polling location **must** be setup with the mandatory stations; Check-In station, Voting Booth station, Scanning station, Check-Out station, and Manager/Provisional/Command Center Station. Place a table for setting up the Provisional Voting Booth on Tuesday morning.
- The “Election Day Signs Check-Sheet” **must** be used to properly post all inside signs during Monday setup. *Outside signs are to be placed Election morning, Tuesday.* If your polling location has been issued a Totem Pole, it **must** be set up so voters can see the information presented when entering the precinct.
- Verify all supplies and equipment by referring to the “Manager Supply List”. Then, use the “Election Supply Verification Form” to indicate the **quantity** of the listed supplies received and any additional supplies/equipment needed. You must use the Command Center tablet to take a picture of the form and submit it to the VR&E Office before leaving the precinct.
- Set up designated equipment. **Do not** break any seals on the units, plug any cords in a wall outlet or turn on any equipment. **If you believe you cannot set up all Voting Booths, you must get approval from your Area Manager and complete the Election Exception Affidavit (Tab 4 in your Election Day Case.)**
- All serial numbers **must** be verified against each recap sheet for each station to confirm the validity of the correct equipment.
- **DO NOT cut any seals on the ICP (scanner) and DO NOT open the ballot box.**
- Have a team huddle to discuss any last-minute instructions. Have all poll officials complete the “Emergency Contact Sheet” for the manager’s records only. Questions regarding break areas, lunch times, and restroom locations should be discussed at this time as well.
- Gather Emergency contact numbers for the staff and share the Area Manager’s cell number with the Assistant Managers.
- Before leaving your precinct during Monday setup, the Manager **must** send the message through the command center tablet that Monday setup is complete.

Voter Certificates

Paper Voter Certificates **MUST BE USED:**

- o For **ALL** Provisional Voters
- o Voters located on the Supplemental Electors List or with an Eligibility Letter
- o When the Poll Pad Units are inoperable, and a manual ballot must be activated for the voter

Ballots

PROVISIONAL BALLOTS

Provisional ballots are located either in the **YELLOW Provisional** bag or a box labeled “**Provisional Ballots**”. Verify ballots against the enclosed Provisional Ballot Issuance Record. Please call the VR&E office if your provisional ballots run low.

EMERGENCY BALLOTS

Emergency ballots are located in a box labeled “**Emergency Ballots**”. **DO NOT OPEN** unless instructed by the VR&E Office. If authorized to use, the Emergency Ballot **MUST** be cast in the ICP (scanner).

Supplemental Electors List

If you cannot locate a voter within the Poll Pad, search the Supplemental Electors List. If the voter is not on the Supplemental Electors List, ask voter if he/she has an Eligibility Letter (*or check the envelope marked Eligibility Letters, if applicable*)

If the voter **IS** on the Supplemental Electors List or the voter **HAS** an Eligibility Letter, please follow the instructions listed under “Processing Voters on Poll Pad”. **NOTE: Every voter listed on the Supplemental Electors List and/or added to the Supplemental Electors List MUST complete a Voter's Certificate in its entirety before proceeding to the ICX Touchscreens.**

If the voter **IS NOT** on the Supplemental Electors List or the voter **DOES NOT** have an eligibility letter, offer the voter a provisional ballot.

Election Day Signs

When placing signs for Election Day, **DO NOT** place any sample ballots inside the blue privacy screens. Large ballots are to be posted on the wall of the precinct outside the enclosed space for voters to see at-a-glance. If a voter needs a personal sample ballot, please provide one to him/her.


Mandatory Wait Times

In accordance with O.C.G.A. 21-2-263(b) “...wait time shall be measured no fewer than three different times throughout the day(in the morning, at midday and prior to the close of polls) and such results shall be recorded on a form provided by the Secretary of State.”

At **8:00 am**, **12:00 noon** and **4:00 pm**:

1. Record the current time on the **Election Day Mandatory Wait Timecard** on the line “Start time” and hand to the last voter currently in line.
2. Instruct the voter to give the **Election Day Mandatory Wait Timecard** to the Check-In Clerk upon arrival to the station.
3. The Check-In Clerk **must** write the time he/she received the **Election Day Mandatory Wait Timecard** on the line “Processed”.
4. Record the time on the Poll Pad Recap Sheet in the designated area.
5. Give **Election Day Mandatory Wait Timecard** to the Command Center Clerk/Manager to send time.

(If there are no voters in line at the said times above, record “no voters” on the line “Start time” and “0” on the “Processed line” and report “0 min” wait time on the Command Center Tablet.)



ELECTION DAY MANDATORY WAIT TIMECARD
Give this card to the last voter in line at the assigned times. Instruct voter to hand this card to the Check-In Clerk upon arrival at the Check-In Station. If there are no voters in line during the assigned times, indicate “no voters” in the designated time slot.

Precinct Name: Allgood Elementary

MORNING	8:00am	Start time	<u>8:05 am</u>	Processed	<u>8:15 am</u>
MIDDAY	12:00noon	Start time	<u>12:00 noon</u>	Processed	<u>12:35 noon</u>
EVENING	4:00pm	Start time	<u>4:00 pm</u>	Processed	<u>4:50 pm</u>

Precinct Manager Signature: *Precinct Manager Signature Here*

Place this card in the CLEAR POUCH at the end of the Election Day

TIME RECORDED:

On Poll Pad Recap Sheet

Morning: 8:00am **15min**
Midday: 12:00noon **35min**
Evening: 4:00pm **50min**

Time sent via Command Center Tablet

Morning: 8:00am **15min**
Midday: 12:00noon **35min**
Evening: 4:00pm **50min**

Absentee Voters

Absentee Issued
Absentee Received
Advance in Person

Authorization from the Absentee Clerk **MUST** be received **BEFORE** completing an Affidavit for a voter who is listed in the Poll Pad as **Absentee Issued** and **DOES NOT** have the physical ballot to spoil.

NO call is required for voter's listed with **Absentee Received** or **Advance in Person**. Inform the voter that the Poll Pad indicates they have already cast their ballot either by mail or at an Advance Voting location. **If the voter states that information is incorrect, contact the Absentee Clerk for verification.**

NO call is required if the voter surrenders the paper ballot in exchange to vote on the ICX-BMD. Voter's absentee ballot must be "**SPOILED**", prior to issuing a Voter Card to vote on the ICX-BMD.

Voters **CANNOT** turn in voted absentee ballots to be counted at the precinct. All voted absentee ballots must be turned into the Registration and Elections Office or via drop boxes by 7:00pm.

If you cannot reach one of the assigned Absentee Clerks, please offer the voter a provisional ballot.

Absentee Cancellation Authorization Form

When an Absentee Clerk must be contacted regarding a voter's absentee status, the **ABSENTEE CANCELLATION AUTHORIZATION FORM MUST** be completed.

1. Write the time the call is being made
2. Write the voter's name and date of birth
3. Ask the Absentee Clerk for the voter's **registration number**
4. Ask the Absentee Clerk for his/her name
5. Indicate the resolution given by the Absentee Clerk (*check all that apply*)
6. Sign each authorization form (*2 per page*)



DEKALB COUNTY VOTER REGISTRATION AND ELECTIONS

ABSENTEE CANCELLATION AUTHORIZATION FORM

This form must be completed for every voter who appears in the Poll Pad as "Absentee Issued", "Absentee Received", or requested absentee ballot is not in hand at the time of voting.

Precinct: _____ Date: _____

Time	
Voter Name	
Date of Birth	
Registration #	
VR&E Contact	

Resolution: Absentee Ballot **not** received in office Voter **is** eligible to Vote on ICX-BMD
 Absentee Ballot **received** in office Voter **is not** eligible to vote on ICX-BMD
 Voter Completed Affidavit?

Manager Signature: _____

Time	
Voter Name	
Date of Birth	
Registration #	
VR&E Contact	

Resolution: Absentee Ballot **not** received in office Voter **is** eligible to Vote on ICX-BMD
 Absentee Ballot **received** in office Voter **is not** eligible to vote on ICX-BMD
 Voter Completed Affidavit?

Manager Signature: _____

“Out of Precinct” Provisional Voters (OP)

In accordance with O.C.G.A. 21-2-418(a) “... The poll officials shall also inform such person that any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00pm...” O.C.G.A. 21-2-418(b) “...the person shall execute a sworn statement, witnessed by the poll official, stating that he or she is unable to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor.”

Voters who are **registered in DeKalb County** but are voting outside his/her registered polling location:

1. **MUST** be informed of their assigned polling location per the Poll Pad and highly encouraged to cast their ballot there before 7:00pm.
2. If the voter wishes to vote at the incorrect polling location, and it's before 5:00pm, the voter **MUST** be told his/her ballot **WILL NOT be counted**.
 - a. If voter still wishes to vote, the voter **MUST** complete the Provisional Ballot Affidavit BEFORE being allowed to complete a voter certificate.
3. If the voter wishes to vote at the incorrect polling location, and it's after 5:00pm, the voter **MUST** complete the Provisional Ballot Affidavit BEFORE being allowed to complete a voter certificate.
4. The **TIME** the provisional process began **MUST** be indicated on the:
 - a. Provisional Ballot Affidavit
 - b. Bottom of the Voter Certificate (*on the front side*)
 - c. Bottom of the **salmon** envelope (*on the front side*)
 - d. In the designated column on the Provisional Number List of Voters
5. **At the end of the Election Night, the Provisional Ballot Affidavit for each voter MUST be matched with the voter's cast OP ballot.** (See Provisional Station Closeout Instructions)

Provisional Ballot Affidavit (Out of Precinct)

Instructions: This form is to be used when an elector has presented himself or herself at a polling place in the county/municipality in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote. Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.

I, _____, the undersigned, do swear (or affirm) that I
(Elector's First & Last Name - Print)

am unable to vote at my correct polling place prior to the closing of the polls.

Reason: (Required) _____

O.C.G.A. § 21-2-418. Provisional Ballots “ If a person presents himself or herself at a polling place, absentee polling place, or registration office in his or her county of residence in this state for the purpose of casting a ballot in a primary or election stating a good faith belief that he or she has timely registered to vote in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot in his or her county of residence in this state as provided in this Code section. If the person presents himself or herself at a polling place in the county in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote, the poll officials shall inform the person of the polling location for the precinct where such person is registered to vote. The poll officials shall also inform such person that any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff and unless the person executes a sworn statement, witnessed by the poll official, stating that he or she is unable to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor.”

Elector's Signature _____ Date _____

FOR OFFICIAL USE ONLY

Election: _____ Time: _____

Voter Registration Number of Elector: _____

Poll Worker Witness (Print) _____ Poll Worker Witness Signature _____ Date _____

Opening Procedures – Election Morning


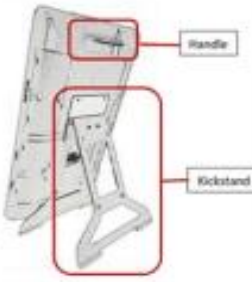









Check In Station (Poll Pad)

- Obtain all necessary forms/ documents /instructions from Poll Manager to place at Check-In Station
- Verify seal and serial numbers against the Poll Pad Recap Sheet
- Remove the contents of the case and setup:
 - Connect arm (4) into base (5)
 - Attach ID tray (7)
 - Attach Encoder (6) with label facing screen
 - Plug black charging code into top of Encoder and plug in; if the Poll Pad does not power on automatically, verify the outlet is working and/or the power strip is on (light on strip may not work to show it is on!)
- Complete “Opening” column on the Poll Pad Recap Sheet
- Opening Time is the actual time both Poll Pad Units are on the “Scan Barcode” or “Manual Entry” screen. **(Must be before 7:00am)**
- Hourly, submit the “Check-In” counts via the command center tablet. When time Permits, obtain the cumulative count by checking the “Summary Report”. Confirm all Poll Pads are synchronized before accessing the Summary Report.



Voting Booth Station ICX-BMD (Touchscreen/Printer)


- Verify all seal and serial numbers on each ICX-BMD unit against the Touchscreen Recap Sheet.
- Ensure all voting booths are setup with two ICX-BMD units plugged into one UPS (battery) according to the labels on the back on the UPS. **(The ATI is attached to ICX machine #1)**
- Plug UPS directly into wall outlet. Be sure you hear 2 beeps while powering on and see a green and an orange light on the front of each UPS unit (see instruction sheet in UPS box)
- Power on the UPS. Make sure the UPS is powered on **first**. Next power on the printer. Make sure the printer screen reads "Ready" with a **green** circle. Next, cut the **red** seal (use wire cutters in zipper pouch if **red metal seal** is applied) and power on your ICX. Lastly, place **blue** closing seal on "Power/Printer" compartment & record on Touchscreen Recap.
- Write the **"Public Count at Opening"** number in the **"Opening Count"** column for each Touchscreen Recap Sheet.

<p>1</p> <p>Remove the ICX tablet, BMD printer, ATI, and headphones (if provided) from the transport cases.</p> 	<p>2</p> <p>Lift the ICX tablet onto the table or booth using the handle on the back then pull open the kickstand on the back.</p> 	<p>3</p> <p>Set the BMD printer on the table or booth next to the ICX tablet.</p> 
<p>4</p> <p>Plug the square USB cable coming from the bottom right side of the ICX tablet into the back of the printer where the red arrow sticker is pointing. Plug the power cord into the bottom right side.</p> 	<p>5</p> <p>If the ICX-BMD is designated as the accessible voting unit, plug the cable coming from the top left side of the ICX tablet into the top of the ATI then plug the headphones into the "Audio" jack on the bottom of the ATI.</p> 	
<p>6</p> 	<p>7</p> <p>Plug the power cord of the BMD printer into the back of the UPS into the Red outlet(s) marked Printer.</p> 	<p>8</p> <p>Plug the power cord of the ICX tablet into the UPS Green outlet(s) marked ICX.</p> 
<p>9</p> <p>Pull out the paper tray on the bottom front of the BMD printer and insert ballot paper then close the tray.</p> 	<p>10</p> <p>Press the power button on the front of the BMD printer.</p> 	<p>11</p> <p>Press the power button on the ICX tablet located inside the bottom right door just below the power cord connection then close the door.</p> 

Voting Booth Station CONTINUE


1

Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.




2

Enter the Poll Worker PIN then press the **Login** button.



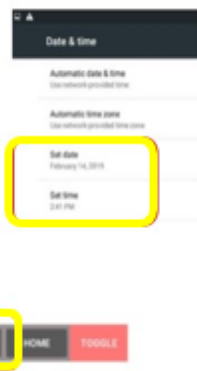
3

At the Confirmation window, check the date and time. If the date and time are both correct, press the **Confirm** button and skip to step 5. If the date and/or time are not correct, press the **Modify** button and proceed to the next step.



4

Press **Set date** or **Set time** as needed. Make the necessary adjustments then press the **BACK** button located at the bottom of the screen.




5

a) Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.

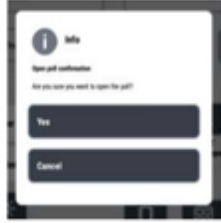
b) Check and that the **Public Counter** is 0.

c) Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



6

At the Open poll confirmation window press the **Yes** button.




The Open Poll button must be selected, and the bar at the top of the Touchscreen will turn from red to grey indicating that the unit IS opened for voters. Be sure this step is completed BEFORE 7:00am.




Scanner Station ICP (SCANNER)

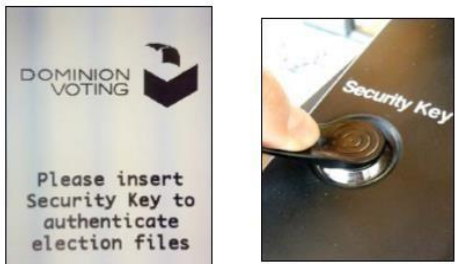
- Please make sure the ICP lid and ballot box seals are verified against the Scanner/Ballot Box Recap Sheet. Once verified, move unit in place and lock during Monday setup.
- Verify the lid seals on the ICP and open. Continue to verify all seals prior to turning on.
- To turn on the ICP, plug it into a wall outlet. The device will beep when it's ready for the next step.
- Use the iButton (Security Key) to open the poll. A Zero tape will print. Print another: **(TWO copies are needed)**
- The Zero Tapes **MUST** have three names and signatures of the Manager **and** both Assistant Managers.
- Paper Clip one Zero tape with completed and signed Scanner/Ballot Box Recap Sheet at the **end** of the Election Day . Paper Clip the second Zero tape to the completed Opening the Polls – Zero Count Form and place in the assigned envelope.

OPENING THE POLL on the ICP






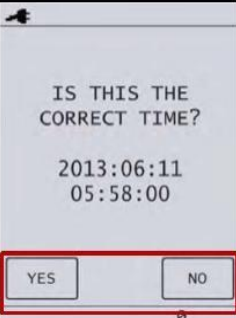
1 Plug the tabulator power cord into an outlet.



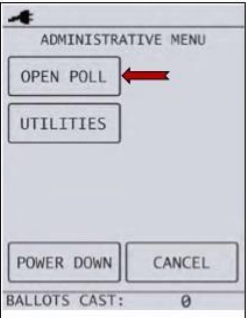
2 Press the Security Key onto the pad and hold firmly.



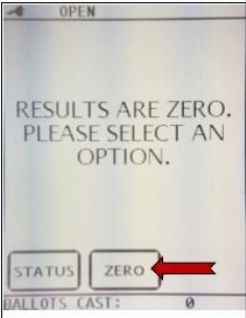
3 Enter the password then press **ENTER**.




4 Press **YES** to proceed or **NO** to adjust the time.



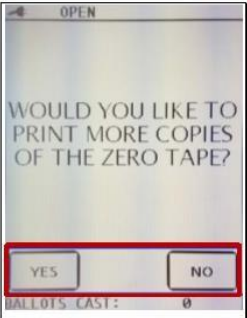
5 Press **OPEN POLL**.



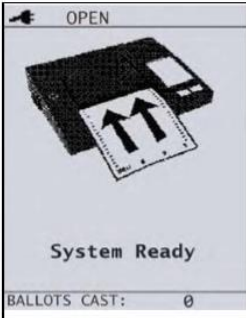
6 Press **ZERO**.



7 Verify the Zero Report when it has finished printing.



8 Press **NO** to continue or **YES** if you need more copies.



9 The tabulator is now ready to scan ballots.

Processing Voters on the Poll Pad

Searching for Voters

Scan Barcode Search

Only the Georgia Driver's License or Georgia Identification Card can be scanned on the Poll Pad Unit.

1. Place the identification in the ID tray with the bar code facing the camera.
2. Select **SCAN BARCODE** button.
3. If the voter **is not** found "**Exact Match Not Found**" will display. Select "OK" and conduct a MANUAL ENTRY for the voter.
4. If the voter **is found**, verify the voter's information on the screen: Turn the Poll Pad screen to the voter and ask the voter to confirm that the information is correct. *(If no, offer a Name/Address change card to the voter to fill out at that moment. The voter may decline and proceed to the next screen.)*
If correct:
5. Select "PROCESS VOTER".
6. Voter Confirmation screen appears.
7. Select "ACCEPT" if all the voter information is correct. ***NEVER PRESS THE "SPEAK" BUTTON!! This will speak the voter's information out loud.**
8. <In a primary election, the voter **MUST select his/her party choice**, then select "ACCEPT". >
9. Voter **MUST** sign, then select "DONE SIGNING" *(Voter can select CLEAR SIGNATURE and re-sign if necessary).*
10. Turn Poll Pad back around towards the Check-In Clerk.
11. Check-In Clerk will initial in the box labeled "Poll Officer's Initials" and press "SUBMIT".
12. Insert Voter Card into the Encoder.
13. Select "CREATE CARD" *(Poll Pad will chime once the Voter Card is created).*
14. Remove Voter Card and hand to voter.

Manual Search

For voters who present identification other than a Georgia Driver's License or Georgia Identification Card and/or voters whose GA Driver's License or Georgia Identification Card do not scan, you **MUST** select MANUAL ENTRY. When using the Manual Entry, use the "Search 3 Rule".

1. Type in the first three letters of the Last Name, then the first three letters of the First Name:
Example: John Smith
Last Name: **SMI**
First Name: **JOH**
2. Select "SEARCH".
3. If the voter **is found**, verify the voter's information on the screen: Turn the Poll Pad screen to the voter and ask the voter to confirm that the information is correct. *(If no, offer a Name/Address change card to the voter to fill out at that moment. The voter may decline and proceed to the next screen.)*
If correct:
4. Select "PROCESS VOTER".
5. Voter Confirmation screen appears.
6. Select "ACCEPT" if all the voter information is correct. ***NEVER PRESS THE "SPEAK" BUTTON!! This will speak the voter's information out loud.**
7. <In a primary election, the voter **MUST select his/her party choice**, then select "ACCEPT".>
8. Voter **MUST** sign, then select "DONE SIGNING" *(Voter can select CLEAR SIGNATURE and re-sign if need be).*
9. Turn Poll Pad back around towards the Check-In Clerk.
10. Check-In Clerk will initial in box labeled Poll Officer's Initials and press "SUBMIT".
11. Insert Voter Card into the Encoder.
12. Select "CREATE CARD" *(Poll Pad will chime once the Voter Card is created).*
13. Remove Voter Card and hand to voter.

Voter Needing Assistance

Assistance with Voting

Poll officials cannot assist any voter with voting. Should a voter need assistance, they may ask anyone within the polling location and/or the person accompanying them.

The person assisting **must** sign under the voter's information on the Poll Pad after the voter has selected their party and signed.

1. Select the "ASSISTANCE REQUIRED" box.
2. Check-in Clerk **MUST** then select a reason for the assistance; either **(a)** voter is unable to read the English language or **(b)** voter has a physical disability.
3. Turn the Poll Pad around and allow the person assisting to sign his/her name.
4. The person assisting will sign in section provided and select "CONTINUE".
5. Check-in Clerk will initial in box labeled "Poll Officer's Initials" and press "SUBMIT".
6. Insert Voter Card into the Encoder.
7. Select "CREATE CARD" (*Poll Pad will chime once the Voter Card is created*).
8. Remove Voter Card and hand to voter.

NOTE: *If Voter has already received his/her voter card and is at the voting booth and decides assistance is required, the voter and the person assisting must return to the Check-In Station and the voter's check-in must be cancelled. **Do not spoil the ballot.** Check-in the voter once more and allow the person assisting to sign. Both can return to voting booth to complete the voting process.*

Audio Ballot (Voters who are sight-impaired) Voters who are sight-impaired have the option of voting using the ATI device. **Never ask a voter if he/she would like to use the ATI device!** The ATI will allow the voter to hear their ballot and they can make their selections on the hand-held device.

1. To create a voter card for use with the ATI, select the "**AVS**" box prior to issuing the voter his/her Voter Card.

Absentee Voter

If a voter has requested an absentee ballot to be mailed and/or have voted during the early voting period, one of the three notifications will be shown next to their name:

- **Absentee ISSUED**
- **Absentee RECEIVED**
- **ADVANCE In Person**

Absentee Issued:

1. Ask voter if he/she has the issued absentee ballot with them. If the voter is not in possession of the absentee ballot, call the Registration and Elections Office to confirm the voter has not returned the issued absentee ballot.
2. If the VR&E Office has confirmed that the voter has not returned the issued absentee ballot, have the voter sign an Affidavit and process the voter to vote on the ICX-BMD Unit.
3. If the voter has the ballot in hand, write "SPOIL" on the ballot, place in the manila envelope labeled "Spoiled Ballots".
 - a. Select voter's name.
 - b. Select "Ballot Surrendered".
 - c. Enter Password (xxxxxx).
 - d. Select "Documentation Provided".
 - e. Select "Close".
 - f. Select "Accept".
4. Proceed to Process Voter.

Processing Voters (continued)

Absentee Received:

1. **NO CALL** is needed to the Registration and Elections Office.
2. Inform the voter that he/she has returned their issued absentee ballot.
3. If voter insist, they did not return the ballot and insist on voting in person, offer the voter a provisional ballot.
**Never allow a voter to vote on the ICX-BMD Units if it states "Absentee Received" next to their name.*

Advance in Person:

1. **NO CALL** is needed to the Registration and Elections Office.
2. Inform the voter that he/she cast their ballot at one of the voting locations during Advance Voting.
3. If voter insist, they did not vote in person during Advance Voting, offer the voter a provisional voter.
**Never allow a voter to vote on the ICX-BMD Units if it states "Absentee Received" next to their name.*

Voters **CANNOT** return an absentee ballot at the polling location on Election Day. They **MUST** return it to the Voter Registration and Elections Office prior to 7:00pm.

Wrong Location

If "Wrong Location" is indicated:

1. Select voter's name.
2. Verify voter's street name.
3. If voter's current address **IS the same** as listed in the Poll Pad, inform the voter of his/her correct polling location.
4. If voter is not willing to go to the correct voting location, offer the voter a Provisional Ballot.

If voter insists the address should have been changed in time for the Election, call the office to verify and follow instructions given.

Incorrect Name, Date of Birth or Address

If the voter's name is incorrect:

1. If a voter's name, date of birth and/or address is incorrect in the Poll Pad, have the voter complete the Name/Address Change Card and process in the same manner as a voter found correctly in the Poll Pad. *Make sure all fields are complete and written legibly. Place completed Name/Address Change Cards inside of the Clear Pouch. (If information is significantly off, call VR&E Office for further verification)*

Voter on Supplemental Elector's List or with Eligibility Letter

Should you have a voter that is on the Supplemental Electors List and/or who have an eligibility letter, you must manually activate their ballot on the ICX.

1. Locate the voter or add the voter on the Supplemental Electors List.
2. Verify his/her street name and year of birth.
3. **Have voter complete a paper voter certificate.**
4. Mark the voter with an "X" in the "EL" (Election) or "RO" (Runoff) Election column
5. Mark the voter with an "X" in their party choice column; DEM, REP or NP.
6. Add the voter to the Numbered List of Voters by party choice.
7. **Manually create** the voter's ballot on the ICX unit.

Processing Voters (continued)

Manual Ballot Activation on ICX

Manually activate a voter's ballot on the ICX unit when:

1. Voter is on the Supplemental Electors List
2. Poll Pad Units become inoperable

Voter must select the voting booth of his/her choice.

- a. Insert Poll Worker Card into ICX unit
- b. Insert code
- c. Select "Ballot Activation"
- d. Insert ballot activation code according to the voter's party selection
- e. Allow voter to vote on the ICX-BMD

NOTE: Voter will not have a voter access card to return at the Check-Out station.

First Time Registrant (IDR)

If "First Time Registrant" is indicated:

1. Select voter's name.
2. If the voter **DID** provide one of the six forms of acceptable government issued identification or one of the four additional forms of identification, select "ID PROVIDED" and process the voter in the same manner as voters who are eligible to cast a ballot using the ICX-BMD Units.
3. If the voter **DID NOT** provide one of the six forms of acceptable government issued identification or one of the four additional forms of identification, offer the voter a provisional ballot and direct him/her to the poll manager.

Potential Non-Citizen (Citizenship)

If "Potential Non-Citizen" is indicated:

1. Select voter's name.
2. If the voter **provides** one of the acceptable documents listed on the Acceptable Documents for Potential Non-Citizens select "Documentation Provided" and process the voter in the same manner as voters who are eligible to cast a ballot using the ICX-BMD Units.
3. Before issuing the voter a voter card, complete the **Challenged/Pending Voter Form**.
 - a. Indicate the "Proof of citizenship document" that was shown.
 - b. Confirm the voter's:
 - i. Last four digits of Social Security
 - ii. Driver's License No. *(if applicable)*
 - iii. Date of Birth
 - iv. Last Name
 - v. First Name

Give Challenged/Pending Voter Form to manager to place in Clear Pouch.

4. On Poll Pad Select "ID PROVIDED".
5. Process the voter in the same manner as voters eligible to cast a ballot using the ICX-BMD Units.
6. If the voter **does not provide** one of the acceptable documents listed on the **Acceptable Documents for Potential Non-Citizens**, offer the voter a provisional ballot and direct him/her to the poll manager.

Challenged Status (V-status)

If "Challenged" is indicated:

1. Select voter's name.
2. If the voter **DID** provide one of the six forms of acceptable government issued identification:

- a. Complete the **Challenged/Pending Voter Form**.
- b. Indicate by initialing next to the type of identification that was shown.
- c. Confirm the voter's:
 - i. Last four digits of Social Security
 - ii. Driver's License No. *(if applicable)*
 - iii. Date of Birth
 - iv. Last Name
 - v. First Name
3. On Poll Pad Select "ID PROVIDED".
4. Process the voter in the same manner as voters eligible to cast a ballot using the ICX-BMD Units.
5. If the voter **DID NOT** provide one of the six forms of acceptable government issued identification, offer the voter a provisional ballot and direct him/her to the poll manager.

Cancel Voter Check-In ONLY

Option 1: Voter has decided they no longer want to vote, and a ballot **has NOT** been printed.

1. Manually search for voter
2. Select the gear * next to the voter's name
3. Enter the passcode (menu code) and select "Done"
4. Select "Cancel Voter Check-In"
5. Spoil Ballot? Select "**NO**"
6. Select the reason for canceling check-in (when changing a party selection, select "Voter Requested to Change Selections")
7. Enter Poll Official's name and select "Next"
8. Poll Official will sign his/her name and select "Submit"
9. The Check-In count will be reduced by one

Option 2: Voters need to make a change to their party selection and a ballot **has NOT** been printed.

1. Select the voters name and start the check-in process again so voter can select the correct party choice.

Option 3: Voter need assistance while voting and have already begun their voting process. The ballot **must** be canceled on the ICX before doing so.

If the ballot has not been printed, the Poll Manager must cancel the ballot on the ICX.

1. Insert the Poll Worker Card into the ICX, type password and cancel ballot
2. Manually search for the voter in the Poll Pad
3. Select the gear * next to the voter's name.
4. Insert passcode (menu code)
5. Select "Cancel Voter Check-In"
6. Spoil ballot? Select "**NO**"
7. Type poll official's full name and select the same reason, "Voter Requested to Change Selections" then select "Next", sign and select "Submit".
8. Manually search for the voter
9. Process the voter again and be sure to check the box "Assistance Required" on the Poll Officer Confirmation page
10. Check-in Clerk **MUST** then select a reason for the assistance; voter is unable to read the English language or voter has a physical disability.
11. Turn the Poll Pad around and allow the person assisting to sign his/her name.
12. The person assisting will sign in section provided and select "CONTINUE".
13. Complete processing the voter

Processing Voters (continued)

Spoil Ballot ONLY & Re-Encode Voter Card

Option: Voter has printed a ballot from the BMD and needs to spoil the printed ballot and create another **WITHOUT** changing ballot party selection.

1. Manually search for voter
2. Select the gear * next to the voter's name
3. Enter the passcode (menu code) and select "Done"
4. Select "Spoil Ballot"
5. Select the ballot to spoil on the left-hand side of the screen
6. Select the reason for spoiling the ballot and select "Spoil"
7. Manually search for voter again.
8. Select the gear * next to the voter's name and type menu code.
9. Place Voter Card in encoder.
10. Select "Re-Encode Voter Card"
11. Press "OK" and remove Voter Card when screen prompt reads "Success – Card Created!"
12. Record spoiled ballot on the **Spoiled & Unaccompanied Ballot Recap Sheet**.
13. Write "SPOILED" on the physical ballot and place with the **Spoiled & Unaccompanied Ballot Recap Sheet**.

Cancel Voter Check-In & Spoil Ballot

Option 1: Voter has already printed a ballot, but desires to **NOT** cast the ballot and either **NOT** vote.

Option 2: Voter would like to change their ballot party.

1. Manually search for voter
2. Select the gear * next to the voter's name
3. Enter the passcode (menu code) and select "Done"
4. Select "Cancel Voter Check-In"
5. Spoil Ballot? Select "**YES**" (**Voter must have printed ballot but has not yet cast ballot. Remember to spoil paper ballot and complete the Spoiled & Unaccompanied Ballot Recap Sheet.**)
6. Select the ballot on the left-hand side of the screen
7. Select the reason for spoiling ballot and select "Spoil"
8. If voter wish to change their ballot party:
 - a. Manually search for voter again
 - b. Process voter from the beginning so the voter can select the correct party choice

Summary Report

To report an hourly count of voter cards issued, retrieve the count from "Checkins" located at the top of the screen. If time permits, retrieve the count from the Summary Report.

To obtain the hourly count via party specific:


1. Select "MENU" in the upper left-hand corner of the screen.
2. Select "Summary Report".
3. Report "Check-ins" by party; Republican, Democrat and Nonpartisan. **DO NOT SELECT CONFIGURE!**
4. Select "HOME".
5. Select "GET STARTED" to get back to main screen.

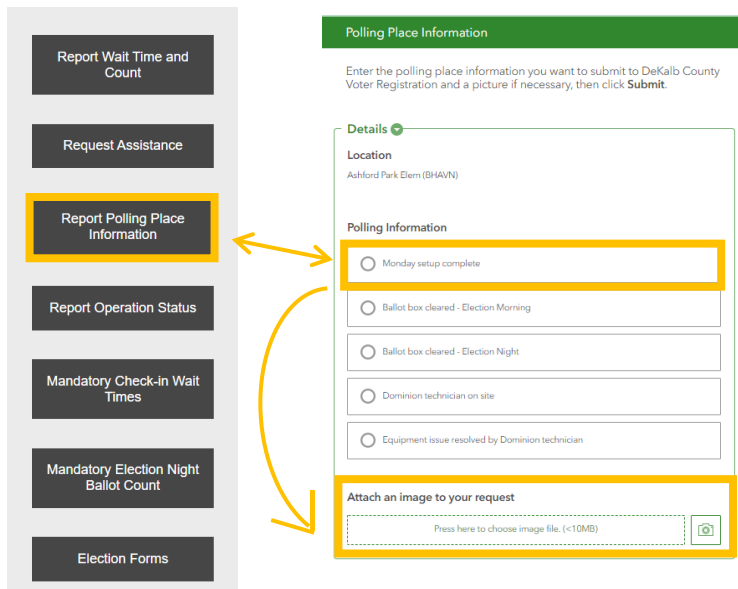
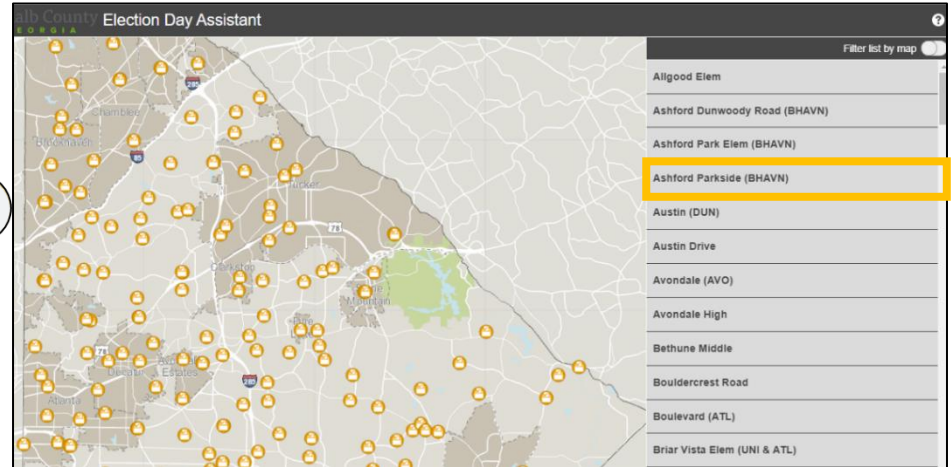
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Command Center Instructions

MONDAY SETUP

A picture of the **completed Election Supply Verification Form** **must** be submitted before leaving the precinct during Monday setup.

1. Ensure the Command Center Tablet is turned on and charged during Monday Setup.
2. Turn on tablet and select the Election Day Assistant app. 
3. If asked, enter the log in and password information (*located on the front of the tablet's clear pouch.*)
4. Scroll to locate your precinct name and select it. (*if your precinct is combined, i.e., Doraville North/South, you should select the first precinct name, "Doraville North"*)
5. Once Monday setup is complete, select **"Report Polling Place Information"** then select **"Monday setup complete"**.



Report Polling Place Information

Enter the polling place information you want to submit to DeKalb County Voter Registration and a picture if necessary, then click **Submit**.


Details

Location
Ashford Park Elem (BHAVN)

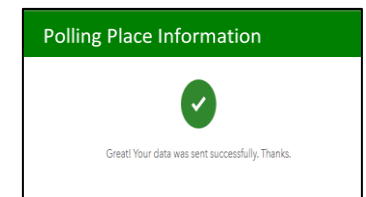
Polling Information

- Monday setup complete
- Ballot box cleared - Election Morning
- Ballot box cleared - Election Night
- Dominion technician on site
- Equipment issue resolved by Dominion technician

Attach an image to your request

Press here to choose image file. (<10MB) 


6. Next, under "Attach an image to your request" select **"Press here to choose image file"**, then select **"Camera"**. Take picture of the Election Supply Verification Form and select **"OK"**. This will attach your picture to your request.
7. Once you see the small thumbnail of your picture, select **"Submit"**.
8. You will then receive the following message:
9. Select the back arrow to get back to the home page.



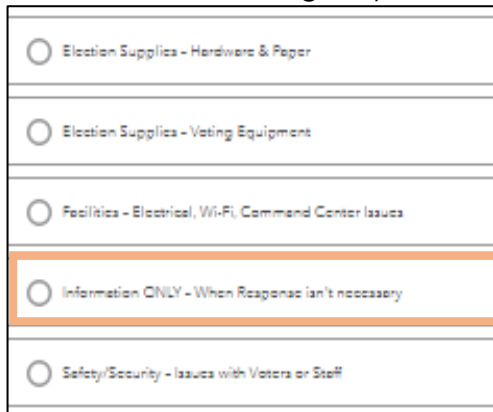
Command Center Instructions

ELECTION DAY

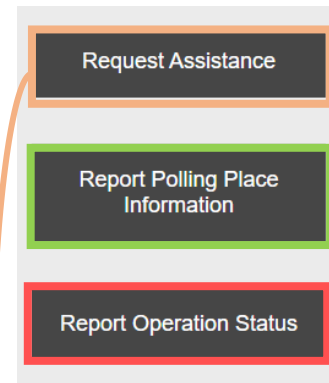
On Election morning, **upon arrival/entering the polling location** and **BEFORE** the Oath of the Managers/Clerks is administered, it **must** be reported that all staff is present and inside the polling location. – **ALL STAFF MUST BE PRESENT AND ACCOUNTED FOR.** *If any staff member has not arrived by 5:45am, contact the VR&E Office immediately and notify your Area Manager.*

1. Turn on tablet and select the Election Day Assistant app.  (If asked, enter the log in and password information located on the front of the tablet's clear pouch.)
2. Select "**Report Operation Status**" then select "**Staff Arrived**" then select "**Submit**".

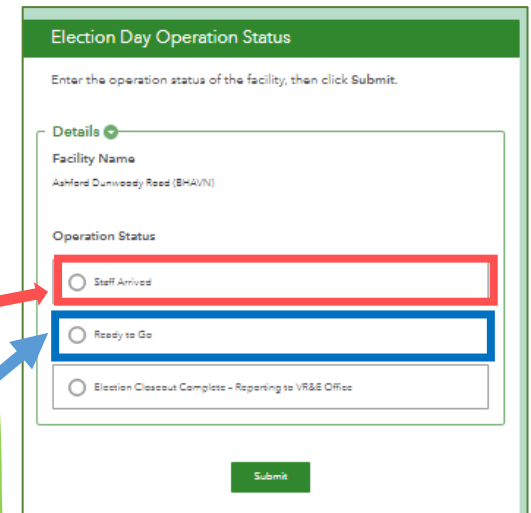
When setting up the Scanning Station, the scanner(s) must be checked to ensure there are no ballots in the ballot box, write-in compartment or the emergency bin. Select "**Request Assistance**" then select "**Information ONLY – No Response Necessary**" then select the critical level "**Low**", enter your name and contact number and any additional details if necessary. Next select "**Image file**", select "**Camera**" and take picture of the ballot box, write-in compartment and the emergency bin and select "**Submit**".



<input type="radio"/> Election Supplies - Hardware & Paper
<input type="radio"/> Election Supplies - Voting Equipment
<input type="radio"/> Facilities - Electrical, Wi-Fi, Command Center Issues
<input checked="" type="radio"/> Information ONLY - When Response isn't necessary
<input type="radio"/> Safety/Security - Issues with Voters or Staff



- Request Assistance
- Report Polling Place Information
- Report Operation Status



Election Day Operation Status

Enter the operation status of the facility, then click Submit.

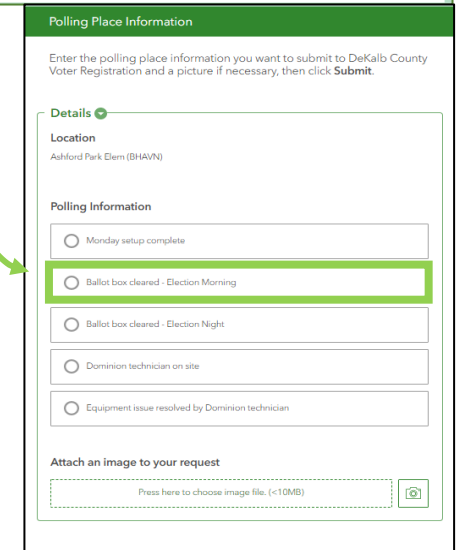
Details

Facility Name
Ashford Dunwoody Road (BHAVN)

Operation Status

- Staff Arrived
- Ready to Go
- Election Cessout Complete - Reporting to VR&E Office

Submit



Polling Place Information

Enter the polling place information you want to submit to DeKalb County Voter Registration and a picture if necessary, then click Submit.


Details

Location
Ashford Park Elem (BHAVN)

Polling Information

- Monday setup complete
- Ballot box cleared - Election Morning
- Ballot box cleared - Election Night
- Dominion technician on site
- Equipment issue resolved by Dominion technician

Attach an image to your request

Press here to choose image file. (<10MB) 

BALLOT BOX CLEARED – ELECTION MORNING

The **ballot box write in compartment and emergency compartment** **MUST** be checked to ensure there are no ballots inside prior to setup. Take a picture and send to VR&E Office.

Once the remaining setup is complete select "**Report Operation Status**" then select "**Ready to Go**". This will indicate that the precinct and staff are ready to open and receive voters at 7:00am.

Command Center Instructions

THROUGHOUT THE ELECTION DAY

REPORT WAIT TIME AND COUNT HOURLY.

During the Election Day, wait times and vote counts **must** be submitted **hourly**. Both wait time and total count is both required to submit.

(**DO NOT** submit any counts in the Democrat, Republican, and Non-Partisan slots.)

Report Wait Time and Count

Election Wait Times and Counts

Enter the current wait time (in minutes), then click Submit.

Details ▾

Location
Ashford Dunwoody Road (BHAVN)

Current Wait Time*
-Please Select-

Total Count*
123

Democrat
123

Republican
123

Non Partisan
123

Submit

DO NOT send any counts in these fields. These are **only** for Primary Elections.

MANDATORY CHECK-IN WAIT TIMES

MUST be submitted during the time periods of **8:00am**, **12:00 noon**, and **4:00pm**. These wait times are required to be entered **BY LAW** and need to be in the system no later than the time allotted.

Current Wait Time and Report Time is **required**.

Mandatory Check-in Wait Times

Mandatory Check-in Wait Times

This is the wait time to the check-in station. Enter the wait times and click Submit.

Details ▾

Location
Ashford Dunwoody Road (BHAVN)

Current Wait Time*
123

Report Time*
 8:00AM
 12:00PM
 4:00PM

ID#
AG

Submit

Command Center Instructions

REQUESTING ASSISTANCE This button is used for issues that arise during Election Day that need to be communicated with the VR&E Office.

Request Assistance

Pick your Request Type. This will allow the Voter Reg dispatcher to properly dispatch the right person for the job. **This is required.**

***NOTE: For any safety emergencies, call 911 first, then notify the VR&E Office and your area manager.**

Use the drop down to pick how critical the request is. Options are: Low, Medium, High, and Critical. Please make sure to pick the correct level so dispatchers can assign workers accordingly. **This is required.**

Enter contact name and phone number you can be reached. **This is required.**

Enter contact name and number. This is required for a response to your request.*

Provide additional details to let the dispatcher know exactly what is needed. **This is required.**

Provide additional details.*

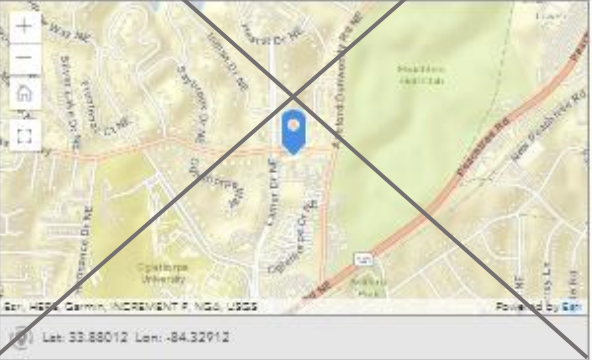
Attach an image to your request

If necessary, you can attach an image to your request. **This is not required.**

Request status*

Unassigned

Location



Lat: 33.88012 Lon: -84.32912

Submit

Hit Submit and you are done with this request.

Request type*

- ICP (Scanner) Issues
- Poll Pad Issues
- ICX (Touchscreen) Issues
- BMD (Printer) Issues
- UPS (Battery) Issues
- Election Equipment Issue NOT resolved by Dominion Technician - give details
- Election Supplies - Hardware & Paper
- Election Supplies - Voting Equipment
- Facilities - Electrical, Wi-Fi, Command Center Issues
- Information ONLY - When Response isn't necessary
- Safety/Security - Issues with Voters or Staff
- Assistance with Traffic Control
- PPE Request
- Chairs
- Warming Station
- Water
- General Public Safety Issue

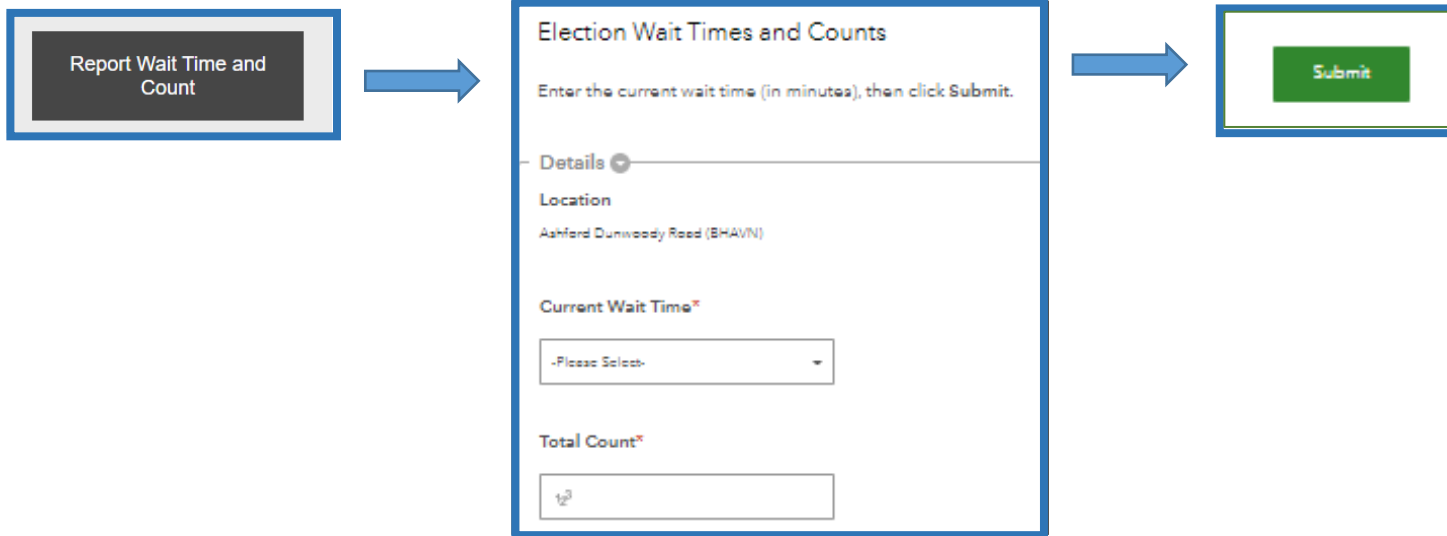
How critical is your request?*

Low

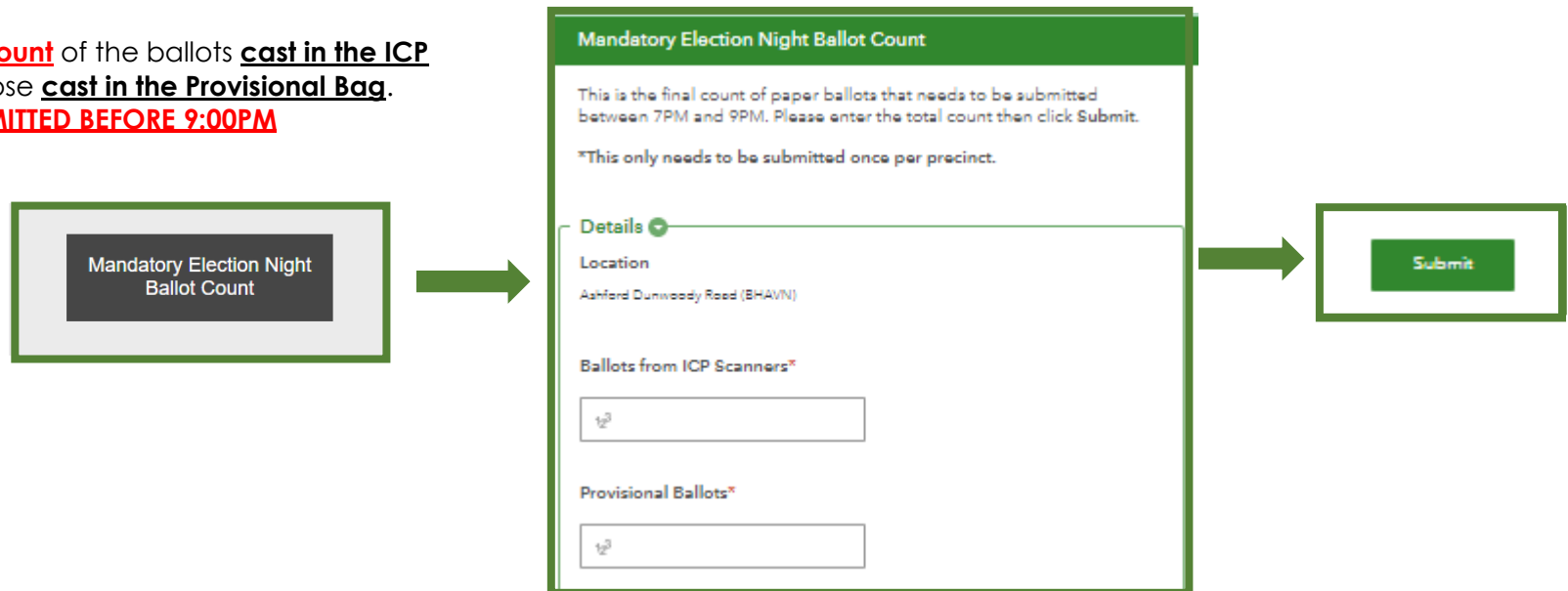
Command Center Instructions

ELECTION NIGHT

1. Once the Poll Manager publicly announce that “**The Polls Are Closed**”, the last count of the day should be sent. **Select “Report Wait Time and Count”, enter the current wait time and last count of the night, then select “Submit”.**



2. Report **physical count** of the ballots **cast in the ICP (Scanner)** and those **cast in the Provisional Bag**. **THIS MUST BE SUBMITTED BEFORE 9:00PM**



Command Center Instructions

1. Once all ballots have been removed from the ICP (Scanner) a picture of the empty ballot box, write in compartment and emergency bin (if used) **MUST** be taken and submitted.

Report Polling Place Information

Polling Place Information

Enter the polling place information you want to submit to DeKalb County Voter Registration and a picture if necessary, then click **Submit**.

Details

Location
Ashford Park Elem (BHAVN)

Polling Information

Monday setup complete

Ballot box cleared - Election Morning

Ballot box cleared - Election Night

Dominion technician on site

Equipment issue resolved by Dominion technician

Attach an image to your request

Press here to choose image file. (<10MB)

Submit

2. Once the entire precinct has been completely closed out and back to its original state, equipment and supplies packed **AND** the poll manager, and one poll official are on their way to the VR&E Office, a final message **MUST** be sent. **(ONLY SEND THIS MESSAGE WHEN THE MANAGER IS INDEED ON THE WAY TO THE VR&E OFFICE)**

Report Operation Status

Election Day Operation Status

Enter the operation status of the facility, then click **Submit**.

Details

Facility Name
Ashford Dunwoody Road (BHAVN)

Operation Status

Staff Arrived

Ready to Go

Election Closeout Complete - Reporting to VR&E Office

Submit

3. After the last message is sent, close down the Command Center Tablet. Be sure to place the tablet with the case covering the screen and the charging block and cord back in its assigned bag and give to Manager to return to Check-In at the VR&E Office.

Election Night Close-Out

Publicly declare the polls "closed" at 7:00pm.

If there **IS** a line at 7:00pm, call the VR&E Office and the area manager, then place a poll official at the end of the line to identify the last voter.

If there are **NO** voters in line at 7:00pm, the breakdown of the precinct can begin by closing out all Election equipment, removing signs and restoring the precinct to its original state.

DO NOT lock the doors of the polling location. The public can view the Election close-out.

REMEMBER:

- Submit **MANDATORY BALLOT COUNT** from scanner and separately for cast Provisional Ballots prior to 9:00pm via Command Center Tablet
- Post the **goldenrod** copy of the Provisional Ballot Recap Sheet and one Result Tape visible on the front door of the polling location. **DO NOT** remove prior to leaving the poll.
- The manager and one poll official **MUST** bring in the Election Equipment and forms to the precinct's assigned Election Night Remote Drop-Off Location.
- **DO NOT FORGET** the Poll Pad Units, Voter Cards, Memory Card, Zero/Result Tapes and **ALL** Recap Sheets.
- Contact the VR& E Office if you're not able to check in by 10:00p.m. and need additional assistance with closing out.

Close Out Shortcuts

CHECK-IN STATION

- Complete the "**Closing**" column on the Poll Pad Recap Sheet.
- Touch "**Menu**" in the upper left-hand corner, then touch "**Summary Report**" (white circle).
 - Record Total Voters on Line B.
 - Record number of Voters **marked** on the Supplemental Electors List on Line C.
 - Record the number of names listed on the Numbered List of Voters on Line D.
 - Add lines B and C and record total on Line E.
 - Add lines B and D and record total on Line F.
- Select "**Home**" on the Poll Pad.
- Select "**Menu**" on the Poll Pad.
- Select "**Exit Application**" in the upper right-hand corner on the Poll Pad. Select "**Exit Application**" again.
- Hold the power button on the left side of the Poll Pad down to turn unit off. "**Slide to Power Off**" will show. With stylus, slide to power off unit.
- Unplug the black power cord from the power outlet and unplug from the encoder. Roll cord up and remove white charging block.
- Remove encoder.
- Remove ID tray.
- Place thumbs in stand arm and lift to remove Poll Pad unit from base.
- Place base on left side of case, id tray on right side of case and all other items on the right side of case.
- Place Poll Pad unit screen side up inside case.

- Close case and seal with two blue seals on either side of the case.
- Record both closing seal numbers on Poll Pad Recap for both units.
- Record the **"Time"** on Line A on the recap sheet.
(Closing Time is the actual time both Poll Pad Units have been logged out, turned off and packed in case.) Will be after 7:00pm
- Ensure the **Mandatory Wait Times** have been recorded on the Poll Pad Recap
- Date the bottom of the Poll Pad Recap Sheet.
- Manager and **both** Assistant Managers are to sign and date recap.



1 POLL PAD RECAP SHEET

Record voter check-in information on Poll Pad Recap Sheet.


NOTE: Check-in number will need to be recorded off of each Poll Pad.



2 SUMMARY REPORT

Select ONE Poll Pad to pull the summary report

- 1 Select **Menu**
- 2 Select **Summary Report**



3 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case. Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 Pad Screen Cloth
- 8 Encoder



4 RETURN SUPPLIES


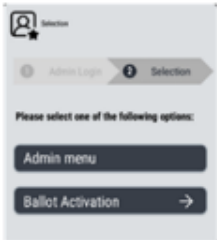
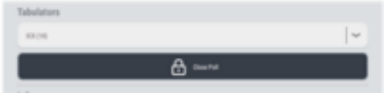


Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

Close Out Shortcuts

VOTING BOOTH STATION

- Complete the Touchscreen Recap Sheet “**Closing the Poll**” section.
- Verify compartment seals (white) are still intact by placing a check mark in the “**Compartment Seals Verified/Intact**” column for each ICX Unit.
- Record closing count number for each ICX unit from the unit screen in the “**Closing Count**” column.
- Enter the sum of all units count on the “**Total Closing Count**” line.
- Insert Poll Worker card into the card reader located at the bottom of the ICX tablet.
- Enter the Poll Worker Pin then press Login.
- Press the Admin menu button.
- Press the Close Poll button.
- Press “**Yes**” to confirm closing then press the Power button located in the bottom right corner of the screen.
- Press the power button the front of the BMD printer to turn printer off.
- Power down the UPS Unit.
- Complete the Touchscreen Recap Sheet by recording the “**Closing Case Seal #**” for the ICX unit cases.
- Manager and both Assistant Managers are to sign and date recap.

<p>1</p> <p>Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.</p> <p>Enter the Poll Worker PIN then press the Login button.</p> 	<p>2</p> <p>Press the Admin menu button.</p> 	<p>3</p> <p>Press the Close Poll button.</p> 
<p>4</p> <p>Press the Yes button to confirm closing the poll then press the Power off button located in the bottom right corner of the screen.</p> 	<p>5</p> <p>Press the power button on the front of the BMD printer to turn the printer off.</p> 	<p>6</p> <ul style="list-style-type: none">• Place equipment into transport bags as required.• Apply Seals to transport bag as required



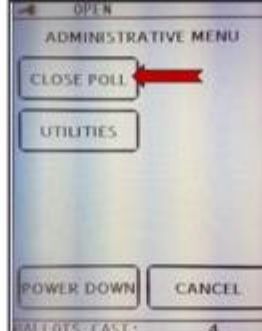

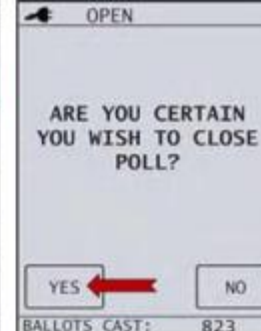

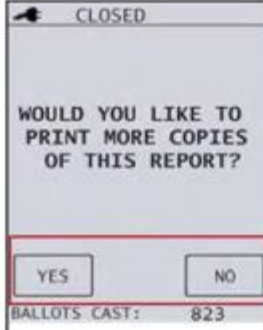

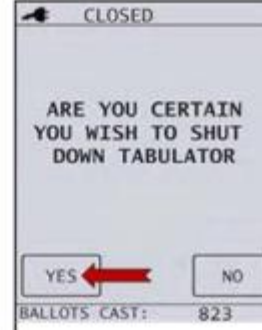

Close Out Shortcuts

SCANNER STATION

MANUALLY COUNT ALL BALLOTS IN THE SCANNER AND REPORT COUNT TO VR&E OFFICE BEFORE 9:00PM VIA THE COMMAND CENTER TABLET

- Complete the Scanner/Ballot Box Recap Sheet.
- Record the total number of ballots cast from the screen of the ICP scanner in the “**Closing Count**” column.
- Confirm all white seals are still in place and not broken.
- Cut the seal and unlock the Ballot Box compartment and remove all ballots and after counting and verifying with 3-member counting team, place in the **Green** Ballot Transfer Case.
- Check the inner compartment (white door) for possible write-in candidates' ballots. **COUNT** and rubber band together.
- **If used**, cut seal, and unlock the Emergency compartment and remove any ballots that were **not scanned**. – **COUNT** and rubber band together. Include these with your ballot manual count total. **Report unscanned emergency compartment ballots on arrival at your Drop-Off Location.**
- With the Command Center Tablet, take a clear picture of the empty ballot compartment and send to Voter Registration and Elections Office.
- Use iButton (Security Key) to “**Close the Poll**” on the scanner.
- Input the password and select “**YES**” to “**Close Poll**”.
- Result tapes will begin to print **QR** if asked, say “**YES**” to print tapes.
- Select “**YES**” if applicable, for additional copies to obtain a total of three (3) result tapes.
- Tear off each. Poll Manager and both Assistant Managers area to print and sign their name on all copies.
- Select “**NO**” for additional copies once three copies have been printed.
- Select “**Power Down**”, then select “**YES**” to confirm.
- Unplug the ICP unit. Be sure the ICP unit is **COMPLETELY OFF (unplugged – with no lights showing)** **BEFORE removing the Memory Card. (IF YOU HAVE TWO SCANNERS YOU MUST CLOSE OUT BOTH UNITS AND REMOVE BOTH MEMORY CARDS, WHETHER THE SCANNER WAS USED OR NOT)**
- Cut the **red** seal on the “**Poll Worker**” to remove memory card.
- Place memory card (in case if applicable) and signed result tape and place inside the small manila envelope and seal with attached label.
- Seal envelope with attached label and complete the label with Precinct Name, Date, Scanner Serial # (obtained from silver sticker on actual scanner), indicate the number of memory cards and signed result tapes that's enclosed.
- Three signatures of Manager and **both** Assistant Managers.
- Add **blue** closing seal to “**Poll Worker**” compartment and record on Scanner/Ballot Box Recap Sheet **AND** add **blue** closing seal to Ballot Box compartment.
- Place lid on ICP and place two **blue** seals and lock with ICP key.
- Record Closing Lid Seals on Scanner/Ballot Box Recap form.
- Date the bottom of the recap sheet and signatures of Manager and **both** Assistant Managers.

Scanner Station CONTINUE

 <p>1 Check the Auxiliary Compartment of the ballot box and scan the ballots if any.</p>	 <p>2 Press the Security Key onto iButton reader on the ICP.</p>	 <p>3 Press CLOSE POLL.</p>	 <p>4 Enter the password then press ENTER.</p>
 <p>5 Press YES to proceed.</p>	 <p>6 Three copies of the Results Tape will now print.</p>	 <p>7 Press NO to continue or YES if you need more copies.</p>	 <p>8 Press POWER DOWN.</p>
 <p>9 Press YES to proceed.</p>	 <p>10 When the tabulator is fully powered down, unplug the tabulator power cord. Remove Memory card(s) and replace and lock lid on Ballot Box</p>		

Mandatory Election Night Ballot Count

In accordance with O.C.G.A. 21-2-420(a)) "After the time for the closing of the polls and the last elector voting, the poll officials in each precinct shall complete the required accounting and related documentation for the precinct and shall advise the election superintendent of the total number of ballots cast at such precinct and the total number of provisional ballots cast...."

Before 9:00pm a team of three (including one manager) **must** be present to count the Election Night Ballots from the ICP (scanner) and Provisional stations and submit via the Command Center Tablet to the VR&E Office. The manual count and the automatic count from the ICP **should** match. The manual count of the provisional ballots **must** match the total number of cast ballots inside **salmon** envelope. **If the numbers do not match, re-count all cast ballots before sending count to VR&E Office.**

COUNT FROM ICP (Scanner)

1. Unlock the ICP (scanner) and remove all ballots in the ballot box
- 2. MANUALLY COUNT**
3. Check the write-in compartment (inside the ballot box), if ballots are inside, remove
4. **MANUALLY COUNT** and place rubber band around ballots and label "Write-In Compartment"
5. **IF** the Emergency Bin was used and ballots were not scanned prior to 7:00pm, open bin, remove ballots
6. **MANUALLY COUNT** and place rubber band around ballots and label "**Emergency Compartment NOT Scanned**"
7. Record total count on the Command Center Tablet and submit **prior to 9:00pm**

COUNT FROM PROVISIONAL STATION

1. Remove red seal and unzip **orange** provisional bag
2. Remove all cast ballots (in **salmon** envelope)
3. **MANUALLY COUNT**
4. Record count on the Command Center Tablet and submit **prior to 9:00pm**

Close Out Shortcuts

PROVISIONAL STATION

MANUALLY COUNT ALL BALLOTS CAST IN THE ORANGE PROVISIONAL BAG AND REPORT COUNT TO VR&E OFFICE BEFORE 9:00PM VIA THE COMMAND CENTER TABLET

- Break seal on Provisional Ballot Bag and remove all cast provisional ballot envelopes
- Complete header information on Provisional Ballot Recap and Provisional Ballot Numbered List: **Provisional Ballot Recap Sheet and Provisional Ballot Numbered List are required for each precinct even if there are no cast provisional ballots.**
- Count voter certificates with completed provisional section in provisional binder and enter total number in Section I **box A.**
- Enter total number of names on Provisional Ballot Numbered List, in Section I **box B.** (*Boxes B and A should equal.*)
- Enter total number of used provisional ballots in **box C.**
- Count spoiled provisional ballots, if any. Enter total number in Section I **box D.**
- Record total unused ballots in Section II under "Unused Nonpartisan/Special Ballots" in the "Subtotal" column and record total unused ballots in **box E. DO NOT ENTER ANYTHING IN "DEMOCRAT" OR "REPUBLICAN" AREA – LEAVE BLANK.**
- Enter total number of provisional ballots cast (*those in envelopes*) in Section III **box F.**
- Add Lines D, E and F and enter total in **box G.**
- Record total number of provisional ballots received from VR&E Office in **box H.** (*Boxes G and H should equal.*)
- **MANDATORY - All cast provisional ballots MUST be manually counted, and the total count submitted via the command center tablet before leaving the precinct. (Must be completed before 9pm).**
- Sign Provisional Ballot Recap. **(Three signatures required – Manager and both Assistant Managers)**
- Remove last (**goldenrod**) copy of Provisional Ballot Recap and post on door of polling location and leave there. **Do not remove when exiting the polling location.**
- **Match Provisional Ballot Affidavit with cast provisional OP ballots with paperclip or rubber band and place back inside orange Provisional Ballot Bag.**
- Place completed **Provisional Ballot Numbered List of Voters** and completed **Provisional Ballot Recap Sheet** in White Envelope with **orange** label, then inside **orange** Provisional Ballot Bag.
- Place completed Voter Certificates, completed Name/Address Change Cards and any spoiled provisional ballots in **orange** Provisional Ballot Bag.
- Record number of cast Provisional ballots on luggage tag attached to **orange** Provisional Ballot Bag.
- Seal **orange** Provisional Ballot Bag with **red** seal located inside bag's label pouch.
- Fold down provisional voting booth, place in case and leave with supplies at poll.
- Place unused provisional ballots back in **Yellow** Provisional bag or box.
- Place remaining provisional envelopes (salmon and white), unused voter certificates and any other unused provisional supplies inside supply case.

Emergency Instructions

In the event of a situation that requires emergency evacuation of the polling location, the priority is the safety of the poll officials and voters; however, protection of ballots and voting documentation is of vital importance. The procedures that follow are intended to give broad guidelines to be followed in the event of an emergency. The poll manager should be familiar with these procedures and use them as necessary to meet the needs of each situation. Once emergency action has been taken, the manager must notify the Registration and Elections Office of the situation immediately.

If voting is discontinued for any reason, the manager must note the time that voting ceased and resumed. The poll manager must then notify the Voter Registration and Elections Office immediately. Georgia Election Code/Law requires the Election superintendent to obtain a court order to extend the closing time to allow 12 full hours of voting. **(O.C.G.A.21-2-418(d) AND S.E.B Rule 183-1-12.06)**

No Access to Polling Location on Election Day

If entry to the poll is not possible on Election morning, the provisional voting booth, electors list, voter certificates, provisional ballots and provisional bag must be used to ensure that voting begins at 7:00am. Once the polling location is accessible and normal voting is resumed, the voters who cast a provisional ballot should not be added to the Poll Pad. All provisional ballots issued during this process should remain in the provisional ballot bag until the closeout using the provisional type **"EH"**.

Both Poll Pad Units Inoperable

If both poll pad units are inoperable, voters can still be checked-in by using the electors list. The process is as follows:

1. Immediately contact your Area Manager and the Voter Registration and Elections Office.
2. Using the elector's list, verify the voter's eligibility to vote within your precinct. Place an **"X"** in the EL column (RO column if it's a runoff) and place an **"X"** in the voter's designated party choice (primary elections only).
3. Check the voter's address, name and date of birth to ensure that the voter does not need to complete a name/address change card.
 - a. Check the elector's list to see if the voter is indicated as IDR or Challenged.
 - b. Verify the voter has not voted during the early voting period and/or via absentee by mail. If there is an **"A"** in the first column, contact the Voter Registration and Elections Office immediately.
4. Every voter marked on the elector's list **MUST** be placed on the numbered list of voters by party selection (*if applicable*). Keep this numbered list of voters separate from the numbered list of voters used at the check-in station before the poll pad units became inoperable.
5. Allow the voter to select a voting booth. Using the manual ballot activation code, activate the voter's ballot manually on the ICX.
 - a. Insert the Poll Worker card into the ICX and type in supervisor code.
 - b. Select **"Ballot Activation"**.
 - c. Identify the voter's ballot style by entering the assigned ballot activation code. Ballot will appear on the screen.
 - d. Remove Poll Worker card and allow the voter to complete his/her selection of candidates

Emergency Instructions

***If a voter does not complete their voting selections at the ICX, their ballot must be cancelled. (NEVER SELECT "PRINT BALLOT" FOR A VOTER)**

1. In the upper right-hand corner of the ICX screen select the "More" button.
2. Select "Cancel ballot activation".
3. Select "Yes" to cancel. The ICX screen will return to the starting screen for the next voter.

ICX - BMD Units are Inoperable

If the ICX machines are inoperable, contact the Voter Registration and Elections Office immediately. Process all voters via the Poll Pad, create voter card but **DO NOT** give to voter. Issue voter a paper **Emergency Ballot** and direct voter to the voting booth station to complete their ballot. Once completed, the voter will cast his/her ballot into the ICP.

If **all** BMD printers are inoperable, contact the Voter Registration and Elections Office immediately. Spoil voter's ballot only in the Poll Pad and issue voter a paper **Emergency Ballot** and direct voter to the voting booth station to complete their ballot. Once completed, the voter will cast his/her ballot into the ICP.

ICP Unit is Inoperable

If the ICP unit is inoperable, contact the Voter Registration and Elections Office immediately. Until the unit is repaired/replaced, allow voters to manually cast their printed ballots in the **emergency bin** located in the back of the ICP unit. The Monitor Clerk must keep a physical count of the ballots being cast during this time. Once the unit is repaired/replaced, before 7:00pm (end of the Election Day), the ballots in the emergency bin, must be removed and fed into the ICP for an automatic count.

Emergency Evacuation of Polling Location

In the event of an emergency evacuation of the polling location, ensure that all persons are safely removed from danger. Notify the Voter Registration and Elections Office as soon as possible. If the situation permits:

1. Power down the ICX-BMD Units.
2. Power down the Poll Pad Units.
3. Power down the ICP (scanner) Unit.
4. Instruct voters who are in the process of voting not to leave, but to see a poll official at a safe location within the facility to determine how they will cast their ballot.
5. Note which voters have begun the voting process and were unable to complete voting or casting their ballot.
6. Poll Officials must gather the following documents as they evacuate:
 - a. Emergency envelope containing elector's list, voter certificates and numbered lists of voters
 - b. Provisional ballot bag
 - c. Provisional ballots
 - d. Provisional numbered list of voters
 - e. Provisional inner and outer envelopes

Emergency Instructions

- a. Provisional booth
 - b. Voter cards
 - c. Completed provisional voter certificates
 - d. Pens
2. Evacuate all individuals from the polling location except emergency personnel.
 3. Use the process for opening on the sidewalk to continue voting in a safe location.

Emergency Lock Down of a School

The DeKalb County School System may implement an Emergency Lock-Down of one or multiple schools. If this occurs, the manager must coordinate with the school to allow escorted access to the polling location. The voters may be escorted by either a poll official or school personnel. It is important that voting is **not** discontinued during the lock-down. Notify the Voter Registration and Elections Office as soon as possible.

Inability to Contact the Voter Registration and Elections Office

In the event of a communications failure to the Voter Registration and Elections Office:

1. Contact your Area Manager for any technical problems or additional instructions conveyed from the Voter Registration and Elections Office.
2. For any voter who is marked Absentee and states he/she did not request an absentee ballot and/or did not vote during advance voting, allow the voter to cast a provisional ballot.
3. If asked, inform the public and/or press of the communications problem at the Voter Registration and Elections Office.
4. If the situation at the Voter Registration and Elections Office is severe, be prepared to go to an alternate location for check-in. Your Area Manager will be notified of any changes.
5. The Area Manager will have special cell numbers for emergency contact with the Voter Registration and Elections Office.